



## Educational Visits Policy

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An academy within:



“Learning together, to be the best we can be”



## 1. Context

1.1. Coppice School believes that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Coppice School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. To encourage pupils to be active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more aware of real life dangers in day to day life.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

1.2 This policy covers all educational visits that occur outside of the school premises including:

- Walks around the locality;
- Visits in and around Doncaster;
- Visits outside of the Borough;
- Residential visits.

## 2. Types of visit

2.1. The approval process is as follows for each type of visit:

- I. Category 'A' - Local visits within the school's locality. These are entered onto the 'Exeant' system and are sent to the EVC for checking and approval.
- II. Category 'B' - Day visits within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment. These are entered onto 'Exeant' by the Visit Leader for initial approval and must then



be fully submitted to the EVC for checking at least 14 days in advance. The EVC will discuss any questions or queries with the Head of School if needed.

- III. Category 'C' - Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity are checked by the EVC, approved by the Head.

## 3. Application and Risk Assessment Procedures

3.1. Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

3.2. In addition to this Educational Visits Policy, Coppice School:

3.2.1. References the OEAP National Guidance;

3.2.2. Commissions the use of 'Exeant', the web-based planning, notification, approval, monitoring and communication system for off-site activities.

3.3. All staff are required to plan and execute visits in line with school policy (i.e. this document), and national guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3.4. Coppice School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This is a comprehensive list of steps that a trip leader needs to follow in order to ensure all aspects of the trip is planned safely and in a timely manner. (Appendix 1)

3.5. As part of the online Exeant system, Trip Leaders must complete the following documents which should be attached to the application before approval by the EVC and Head of School:

- Risk Assessment
- A copy of the parental consent letter if it is a one-off or special visit that parents have not already giving permission for on a yearly basis.
- Map of the route to be taken
- Visit Leader Checklist
- Visit Leader emergency action plan

3.6. The Risk Assessment form should list the significant and foreseeable hazards and the appropriate control measures for the following sections:

- Transport
- Safeguarding and Supervision
- Incident/illness
- Environment/weather



- Venue/provider/site
- Activity arrangements
- The group. This must list:
  - The specific skills of the staff on the trip i.e. trip leaders, drivers, first aiders, gastro feeders, staff trained to administer emergency medication and staff nominated to go to hospital in case of emergency.
  - The specific needs of the students in the group i.e. need for suction, emergency medication, gastro-feeding and behaviour support.

3.7. The Educational Visits Form (Appendix 3) should be updated on the morning of the trip listing students and staff present at school and submitted to the Admin team. This is then left with the office in case of emergency along with any other relevant documents, such as the route plan.

3.8. It is recommended that a recce visit is made by the Group Leader, and where applicable the EVC, for all educational visits to new venues.

3.9. If an educational visit is taking place at a venue where the Group Leader is delivering a session, they must ask the provider to complete a Provider Assurance Declaration Form. (PA1 Appendix 3) This is also available as a PDF online:

[https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20\(PAF\)%20-%20PDF%20Format.pdf](https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20(PAF)%20-%20PDF%20Format.pdf)

3.10. Outline permission will be granted when all the requirements identified have been considered, the visit can be accommodated within the school timetable, Coppice School buses are available (if applicable) and the ethos of the visit is one with which the school wishes to be associated.

3.11. Regularly repeated visits on a rolling program may receive block approval. However, the Educational Visits Form must still be completed, signed by a member of the Admin team.

3.12. Following each visit the Group Leader will undertake a review. Any incidents or accidents will be reported to the Head of School and the Trust Chief Executive Officer.

## 4. Emergency Procedures

4.1. The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, Coppice School and Nexus MAT in the event of an emergency.



4.2. In the event of any delay (including beyond 3:30 p.m.) or of an incident resulting in harm to any attending participant: pupil, staff member or volunteer, then the school must be contacted as soon as possible to inform the EVC or Head of School; so that they can decide:

A. If the incident is of a less serious nature then the next of kin or parents/carers of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Group Leader will be designated to undertake this task.

B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident or a fatality) then the EVC, Head of School or the home contact must inform the Trust Chief Executive Officer.

C. In the event of a party being overdue and without contact by more than 30 minutes, the EVC, Head of School or the home contact, must investigate the reason and may, where appropriate, need to involve the Trust Chief Executive Officer and the police.

## 5. Roles and Responsibilities

5.1. **Visit leaders** are responsible for the planning of their visits, and for entering these on 'Exeant' (where required). Using the 'Exeant' system, they are to obtain initial approval for a visit from the EVC prior to formally planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Prior to the initial approval process, staffing arrangements must be agreed by SLT.

5.2. Group Leader's must have successfully completed training, including training on the Exeant Risk Assessment System.

5.3. It is the responsibility of the Group Leader to:

- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and pupils to ensure the effective supervision of what they do.
- Have overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

5.4. **The Educational Visits Coordinator (EVC)** are *Annabelle Peacock and Sara Job*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters. Initial approval requests for visits will go through to the EVC via



the 'Exeant' system. At the point of initial approval the decision is made by the EVC as to whether the visit requires the approval of the Head. When a trip leader has formally applied through the 'Exeant' system, the EVC reviews and approves accordingly. Only then is it passed on to the Head of School for final approval if applicable.

**5.5.** The EVC is the main point of contact for us of the 'Exeant' system and is responsible for the management of the 'Exeant' system with regards granting access to the system for establishment staff. The EVC has the following responsibilities:

- Receive all online Exeant Risk Assessment forms and either paper or electronic copies of the Educational Visits' Form and check all visit details are completed;
- Ensure the educational visit meets the Trust and school's requirements;
- Ensure arrangements are in place for the educational objectives of a visit to be inclusive;
- To be aware of the need for best value;
- Assess the competence of Group Leaders and accompanying staff;
- To ensure all trip leaders have had training in the following areas:
  - Use of the Exeant System
  - Understanding of the paperwork required
  - Understanding of how to clamp wheelchairs where needed.
  - Administration and storage of medication whilst on trips
  - Emergency Procedures
- Support the Trust with approval and other decisions regarding category C visits;
- Ensure the risk assessment meets requirements;
- To grant outline permission;
- To check that any further requirements for category C visits have been undertaken;
- To liaise with the central Trust regarding any category C visits;
- Organise training and induction for new Group Leaders;
- To ensure an Annual Record of Visits is maintained;
- Review systems and monitor practice.

**5.6. The Head of School** has the following responsibilities:

- To grant final permission for an out of county, adventurous or residential visit when all organisational and planning requirements are completed.
- To ensure Coppice School has an emergency procedure in case of a major accident, which has been discussed and reviewed by staff.

**5.7. The Local Authority** is responsible for the final approval (via 'Exeant') of all visits that are either overseas, residential, take place in a challenging environment (including London) and/or involve an adventurous activity for Local Authority maintained establishments. For establishments outside of Local Authority control, the LA acts in an advisory and consultative role providing guidance for such establishments.

**5.6. Staff Competence** - We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role. Exeant training is provided by an EVC as part of the induction process.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- In deciding whether a member of staff is competent to be a visit leader, the EVC and Head Teacher will take into account the following factors:
  - Relevant experience.
  - Previous relevant training.
  - The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
  - Knowledge of the pupils, the venue, and the activities to be undertaken.

## 6. Staffing Ratios

**6.1.** Coppice School requires all trips to have adequate and reasonable staffing ratios for the specific needs of the students in a particular group. These will always be in accordance with minimum requirements but will take into consideration things such as disabilities, medication, suctioning, seizures, behaviour issues.

**6.2.** Generally this will mean 1:2 or 1:3 ratio for our regular classes but may be less for 6<sup>th</sup> form groups in accordance with their independence skills and their abilities to follow instructions and keep themselves safe. Any staffing ratios will be agreed by the EVC and Head of School before trips are approved.

## 7. COVID Safe Implications

**7.1.** When planning and delivering a trip off-site, leaders should take the following into consideration:

- Current government guidance, including public health advice, into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to your plans.  
[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)  
[www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings](http://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings)
- Leaders should have contingency plans in case of changes to government guidance or, for example, staff becoming unavailable because of a requirement to self-isolate.



- If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID with them at the time of booking, and keep in touch with them during the run-up to the visit. You should check if they have any specific requirements, such a requirement for visitors to prove that they have been vaccinated.
  
- Leaders should assess the risks of using any form of public transport, taking account of current public health advice. The procedures should align as far as possible with those used in the school or other setting. You should consider:
  - how participants are grouped together on transport – where possible this should reflect any groupings used in the school or other setting;
  - the use of hand sanitiser when getting on and off transport;
  - additional cleaning of vehicles;
  - ensuring that boarding and disembarkation are organised;
  - distancing on transport where possible;
  - the use of face coverings where necessary.

## 8. Parental Consent

8.1. Trip leaders must obtain parental permission for planned trips that are out of the ordinary and that standard consent hasn't been granted for, and should include the following information:

- Dates and times of the trip;
- The purpose, the activities and location of the trip;
- Any specific effects, if any, that the trip has on day to day arrangements like lunches and transport;
- Any specific equipment or clothing required for the activities or extreme weather conditions;
- An explanation of costs, including the transportation costs for the use of the school minibuses;
- As part of the detachable signed and dated section of the letter, separate tick box should be included to acknowledge the need for special medical needs, including some or all of:
  - Routine medication to be administered off site,
  - Emergency medication to be administered by trained staff in case of seizures (Eg Buccal Midazolam),

8.2. Additional permission may be required for residential trips that have special sleeping, moving and handling or medication procedures.



## 9. Inclusion

- 9.1. Coppice's fundamental aim is to include all students in LOtC and to provide the best possible education for all its pupils; treating them as an individual and meeting the needs of all taking into account: gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.

## 10. Charging / funding for visits

- 10.1. Monies collected for trips are to be recorded on the 'Trips out of School' form (See Appendix 2) which is then passed on to the office for formal accounting procedures.
- 10.2. Please refer to the Trust Charges & Remissions Policy for more information.

## 11. Transport

Coppice School complies with the Education Act 1996 (section 451) and procedures are outlined in the school's Charging Policy.

- 11.1. Most trips are organised with Coppice School owned minibuses. Trips should be planned around availability of these buses and drivers should adhere to the details stated in the Minibus policy.
- 11.2. Trips using outsourced contracts will comply with the contracted company's risk assessments but staff should comply with relevant sections of Coppice School's Health and Safety, Minibus and Safeguarding policies at all times.

## 12. Insurance

- 12.1. Trip Leaders must see the school office team and inform them of the number of students and adults leaving school on an off-site trip. This information is entered on the Annual Travel Policy – Schedule of Visits. This list is our record of trips that occurred so that the EVC can track such off-site visits.



## Appendix 1 COPPICE EDUCATIONAL VISITS CHECK LIST

Date of Educational Visit : .....

When planning a trip please complete the following:

**PRIOR TO INITIAL APPROVAL: (✓ when complete).**

Check the class and school diary/calendar to ensure the trip doesn't clash with any events already scheduled.	
Check the trip doesn't clash with appointments, in school, for pupils (e.g. wheelchair services, orthotics, speech and language, VI, HI etc.)	
Check with your department lead to ensure you will have adequate staffing levels: including drivers and staff to administer feeds/medications as necessary.	
Provisionally book the bus(es)	
Apply to the EVC (Dan Machin) for initial approval using the Exeant system; completing all the relevant sections.	

**ONCE INITIAL APPROVAL GRANTED: (✓ when complete).**

Write letter seeking consent, voluntary contributions and permission to administer medication etc. to parents/carers.	
Complete a comprehensive risk assessment, for the venue, activities to be undertaken and mode of transport. Remember to ensure venues have the Learning Outside of the Classroom (LOtC) Quality Badge or other relevant assurances (where applicable). Also remember to include anything that is specific to individual pupils.	
Ensure insurance is in place.	
Complete Educational Visit's Form - Electronic documents available on the server	
Complete Bus(es) Seating Plan. - Electronic documents available on the server	
Inform the following people of your visit: Office; ensuring this is entered in the school diary and weekly bulletin Nurse Deputy Headteacher Parent Support Advisor	
Cancel pupils' lunches, alter times or order packed lunches.	
Upload all documentation to the Exeant system including Risk Assessments, EVF, Bus Seating Plan, Parental Consent Letter and any other relevant paperwork for the trip.	
Apply to the EVC for full approval using the Exeant system; completing all the relevant sections.	

**EVC ILL THEN SEEK HEADTEACHER APPROVAL IF REQUIRED –**

**ON THE DAY OF THE VISIT: (✓ when complete).**

Update the Educational Visit's Form and have this signed by the Headteacher	
Leave a copy of this, any other relevant documents and possible road map with the School Office	





### Coppice School Educational Visits Form

*To be left in Admin Office and updated as necessary on day of visit*

<b>Date of visit:</b>	<b>Destination:</b>	
<b>Educational Aim(s):</b>		
<b>Class/Group:</b>	<b>Pupil Names:</b>	
<b>Group Leader Name and Position:</b>		<b>Group Leader Contact No:</b>
<b>Accompanying Staff Names:</b>		
<b>Designated Driver(s):</b>		
<b>Member of Staff to accompany a pupil to hospital if necessary: Name and Position:</b>		
<b>Departure time:</b> :	<b>Return time:</b>	
<b>No of wheelchairs clamped:</b>	<b>No of wheelchairs folded:</b>	
<b>No of seats for walkers:</b>	<b>No of car seats:</b>	<b>No of seats for staff:</b>
<b>No of packed lunches required:</b>		
<b>Arrangements for pupils remaining in school:</b>		
<b>Visit approved by (name):</b>		
<b>Approval signature:</b>	<b>Date approved</b>	